



Finance and Administration Officer

Mount Lawley Senior High School

Position number	00036218
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Mount Lawley Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Assist the Manager Corporate Services in assisting with the financial management, physical and human resources aspects of the school's business operations and systems, including end of year (EOY) and end of financial year (EOFY) processing and reporting.
- Assist the Manager Corporate Services in undertaking the financial planning, monitoring, research, reporting and analysis to meet objectives and outcomes relative to school's business plans and corporate objectives.
- Assist in preparing and monitoring the school budget.
- Coordinate financial administration tasks, including the processing of local and international payments, invoicing, cash management and reconciliations.
- Provide financial legislation, policy and procedural advice to staff.
- Assist the Manager Corporate Services in maintaining and managing the physical assets and resources of the school.
- Support the preparation of funding submissions and assist in the evaluation of tenders and contracts.
- Assist in the development, coordination and implementation of staff induction, probation, performance management and development programs and staff exit processes.
- Assist in the implementation and coordination of recruitment, selection and appointment processes of school staff.
- Assist in coordinating daily operations, including providing general administrative assistance to the school's administrative team.
- Supervise administrative support staff, including scheduling and allocating tasks.

- In collaboration with the Manager Corporate Services, undertake proactive investigation and identification of funding support from local, state and national sponsorship opportunities.
- Collaborate with key stakeholders to develop and maintain relevant business and other information management systems.
- Provide training to staff in administrative procedures and business management software.

Selection criteria

1. Demonstrated sound financial management skills, including input into budget preparation and ability to interpret and apply financial and accounting practices and procedures.
2. Demonstrated experience in providing effective administrative support with the ability to provide input into the development, implementation and monitoring of business operations and administrative activities.
3. Demonstrated sound human resource management knowledge and skills, including the ability to supervise staff, manage human resource systems and develop, implement and monitoring of human resources practices and processes.
4. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to liaise with stakeholders at all levels.
5. Demonstrated sound conceptual, analytical and problem solving skills and ability to use relevant software applications.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 20 August 2024
Reference D24/0604549